Managing Program Enrollments
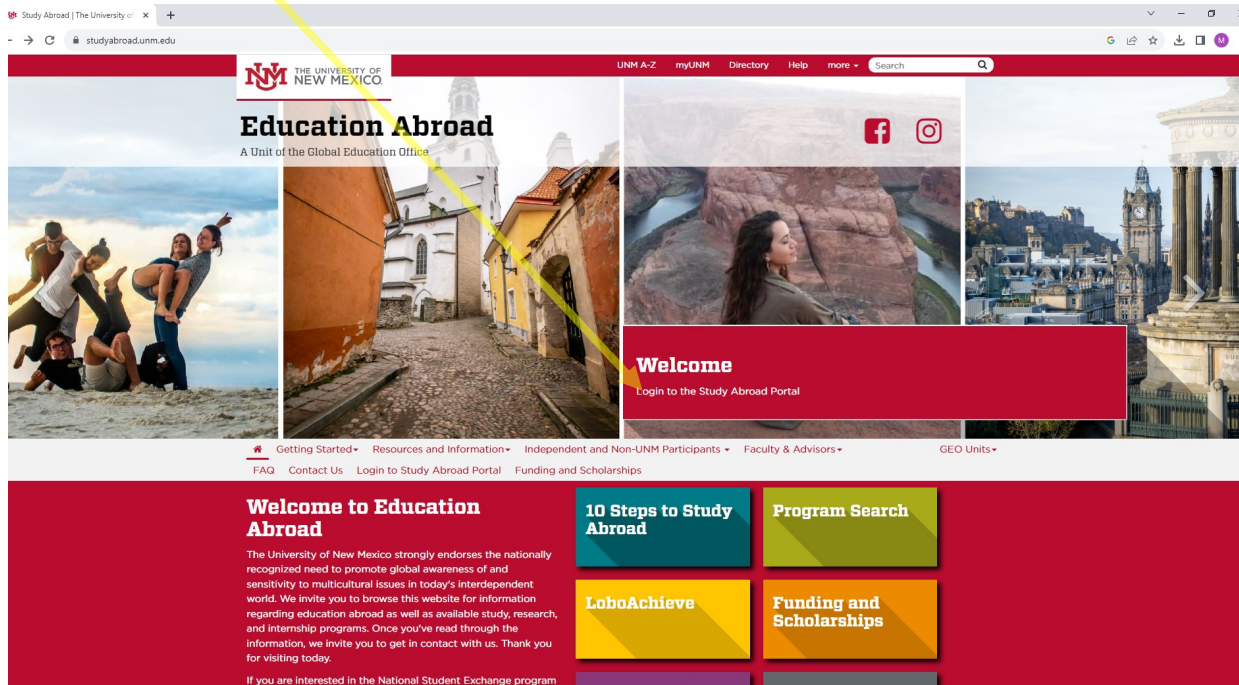
To check Student Materials:

1. Go to the EA home page **studyabroad.unm.edu**
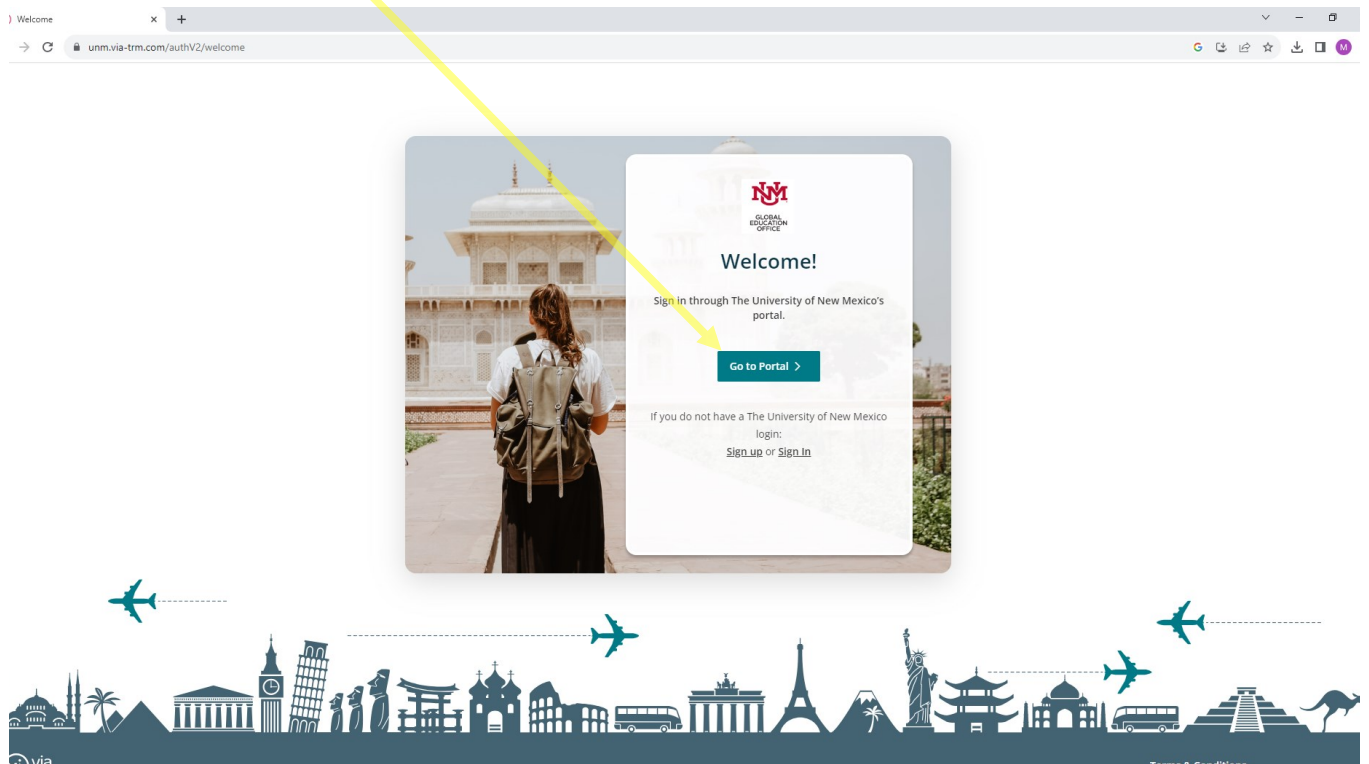

2. Click the "Login" button.

3. Login with your UNM NetID and password.

4. Once you login, a home page will appear. Be sure you are on the Administrative home page. If not, click on the white icon at the top right of the page, then select the 'person' icon. Here, choose 'Administrative.' Please note that the selected option is highlighted in a light grey.
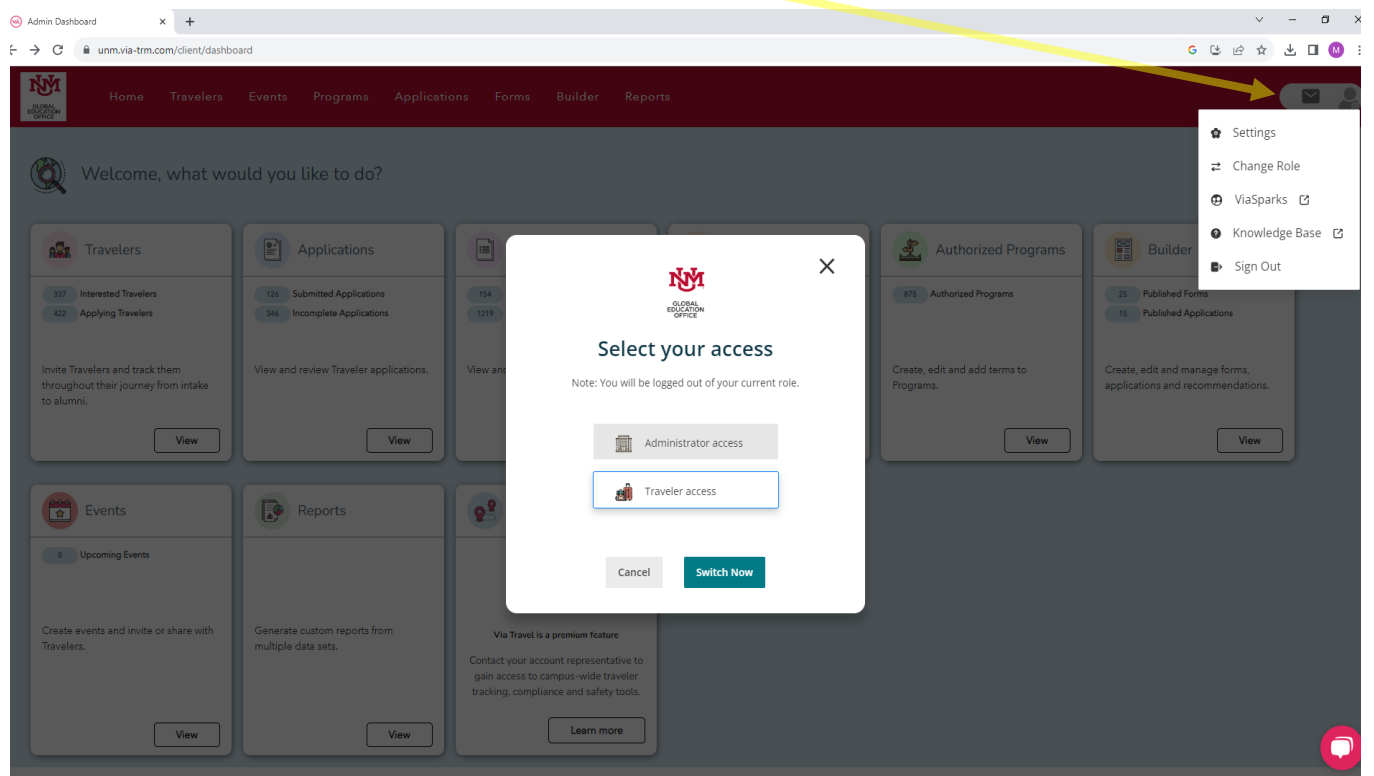
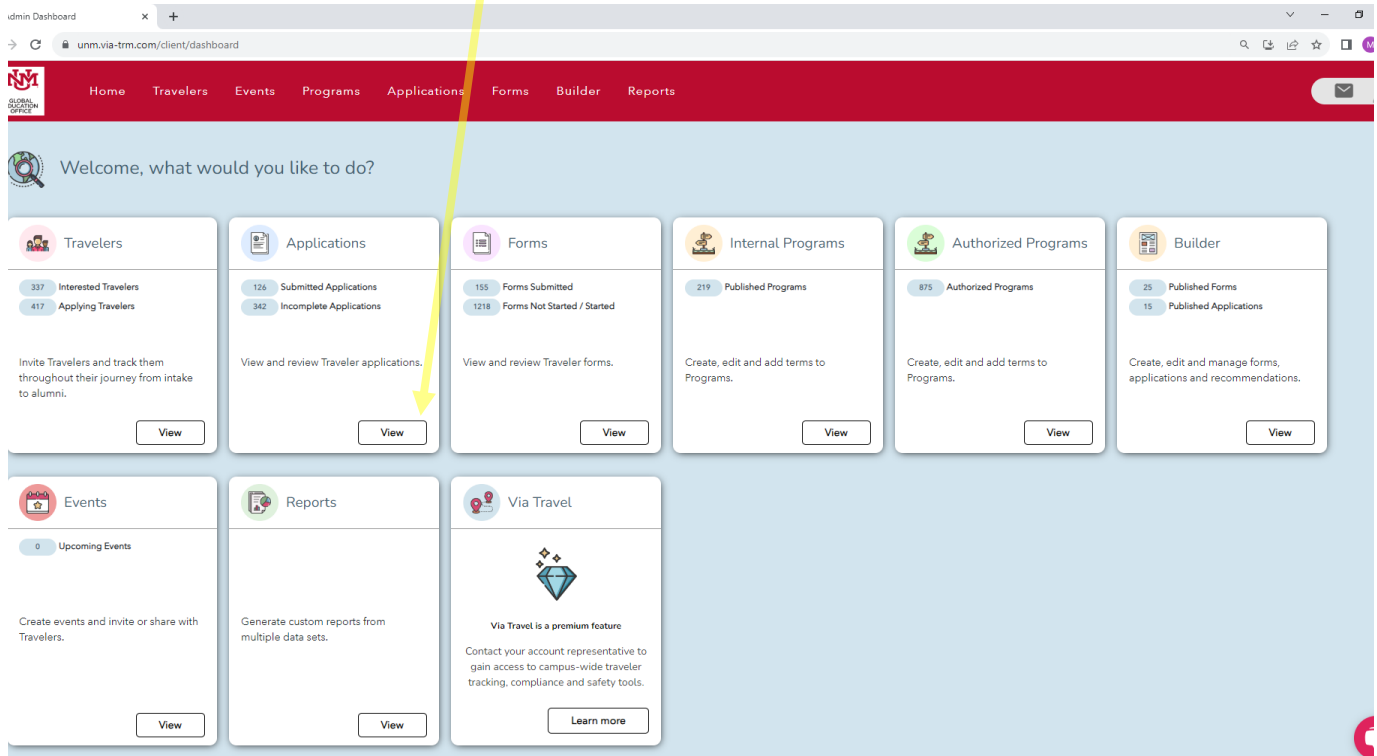5. On the home page, you'll find several options for reviewing applicants for your program. The simplest method is to click on 'View' within the Applications square. This action will prompt a search function to appear, allowing you to filter applications by Travelers for upcoming, onsite, and past terms.

You can search by student name, email or by the name of your program.

6. This action leads to the page where you can search for students. It should look like this:
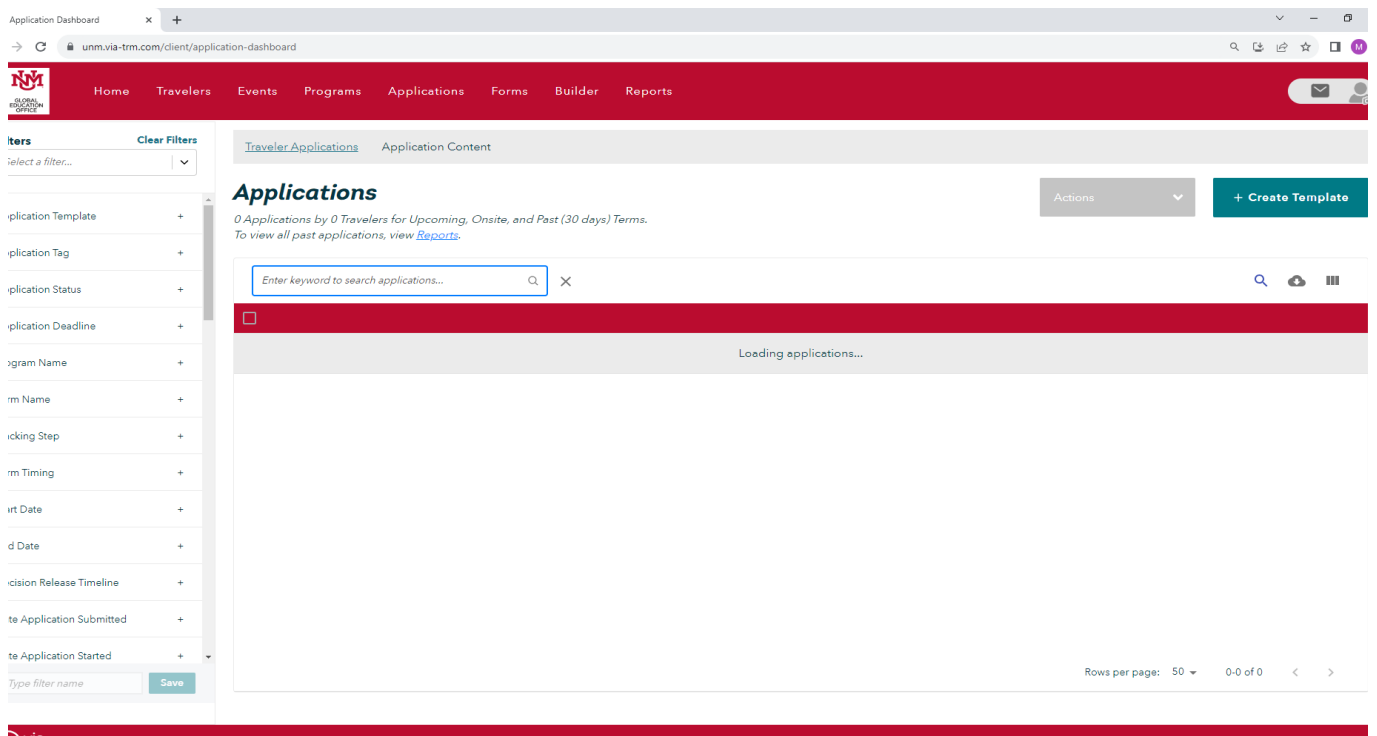
7. The row of filters has a lot of useful information about the students. The most important tabs for you are Application Status, Term Name, and Application Status.
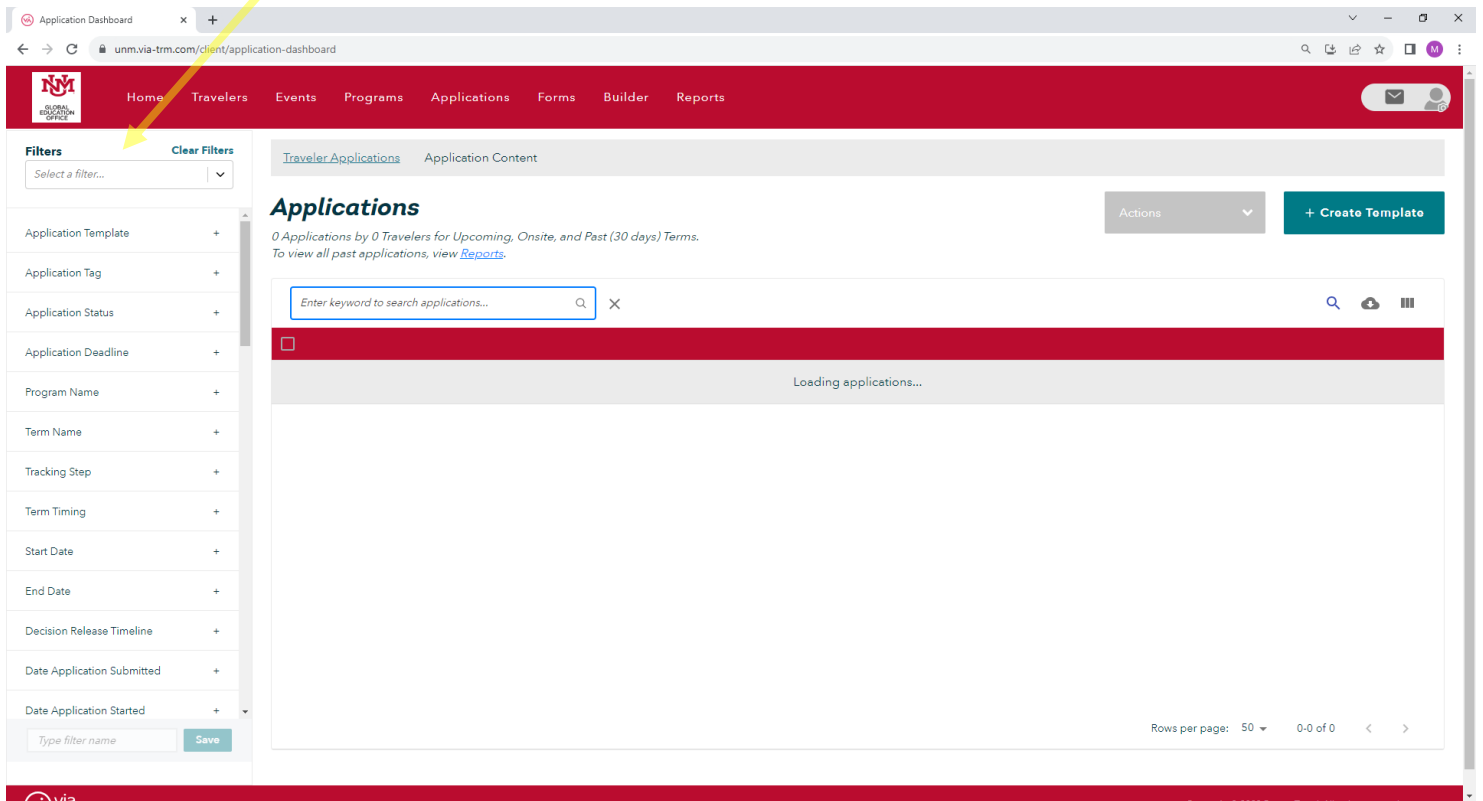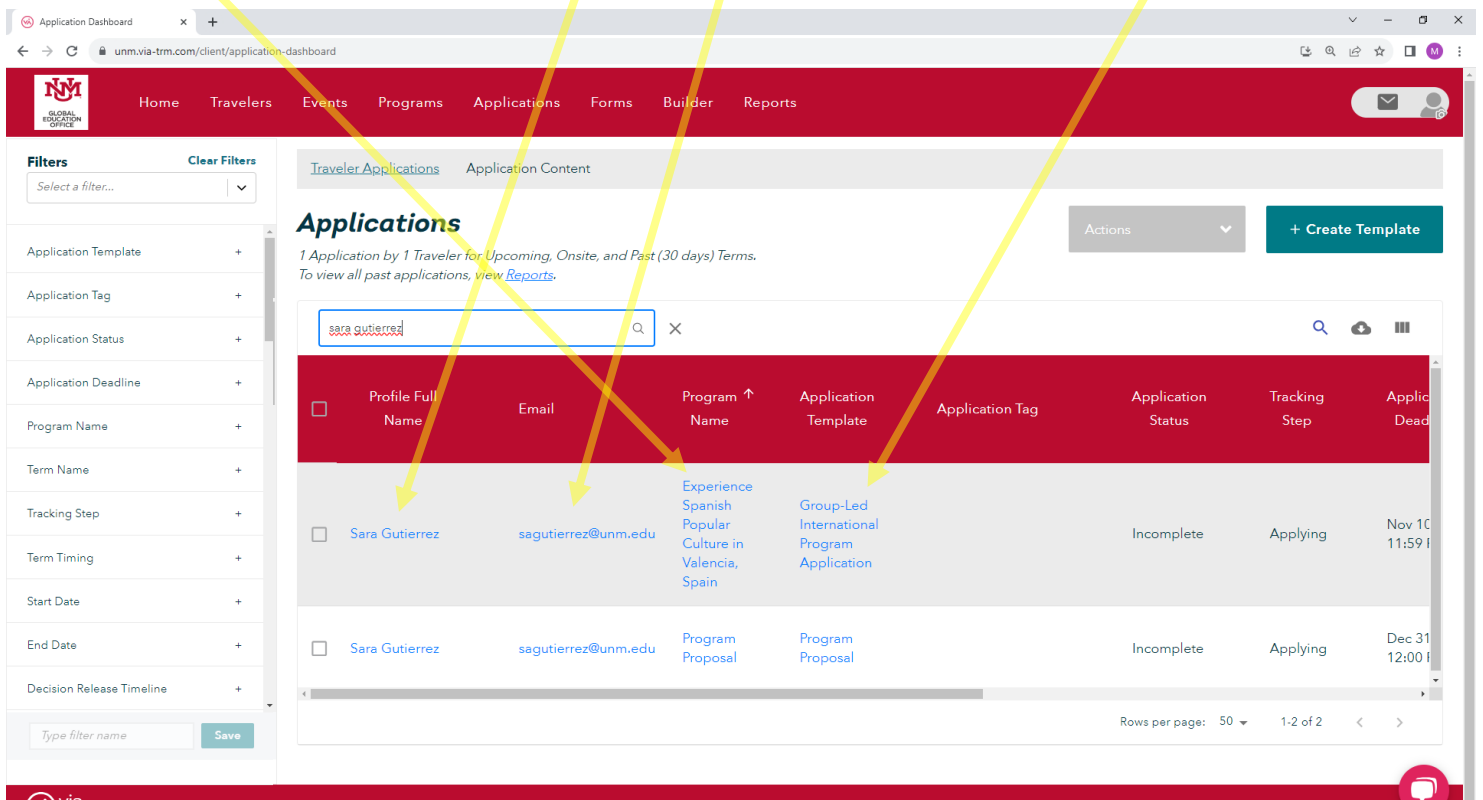

8. After searching for a student's name, the corresponding application should appear. To access the "Travelers" tab, a click on either the "Name" or "Email" will work. Similarly, clicking on the "Program Name" ought to open the brochure containing the program overview. A click on "Import Application Template" should initiate a new tab displaying the student's application.

9.a. Within the 'Travelers Programs' tab, you'll find all programs for which students initiated applications. Clicking 'View Details' opens a new tab displaying the application and submitted forms, as seen in example 9.b. Some programs have forms filled within the application itself, visible by clicking on the application and scrolling down, as illustrated in example 9.c.
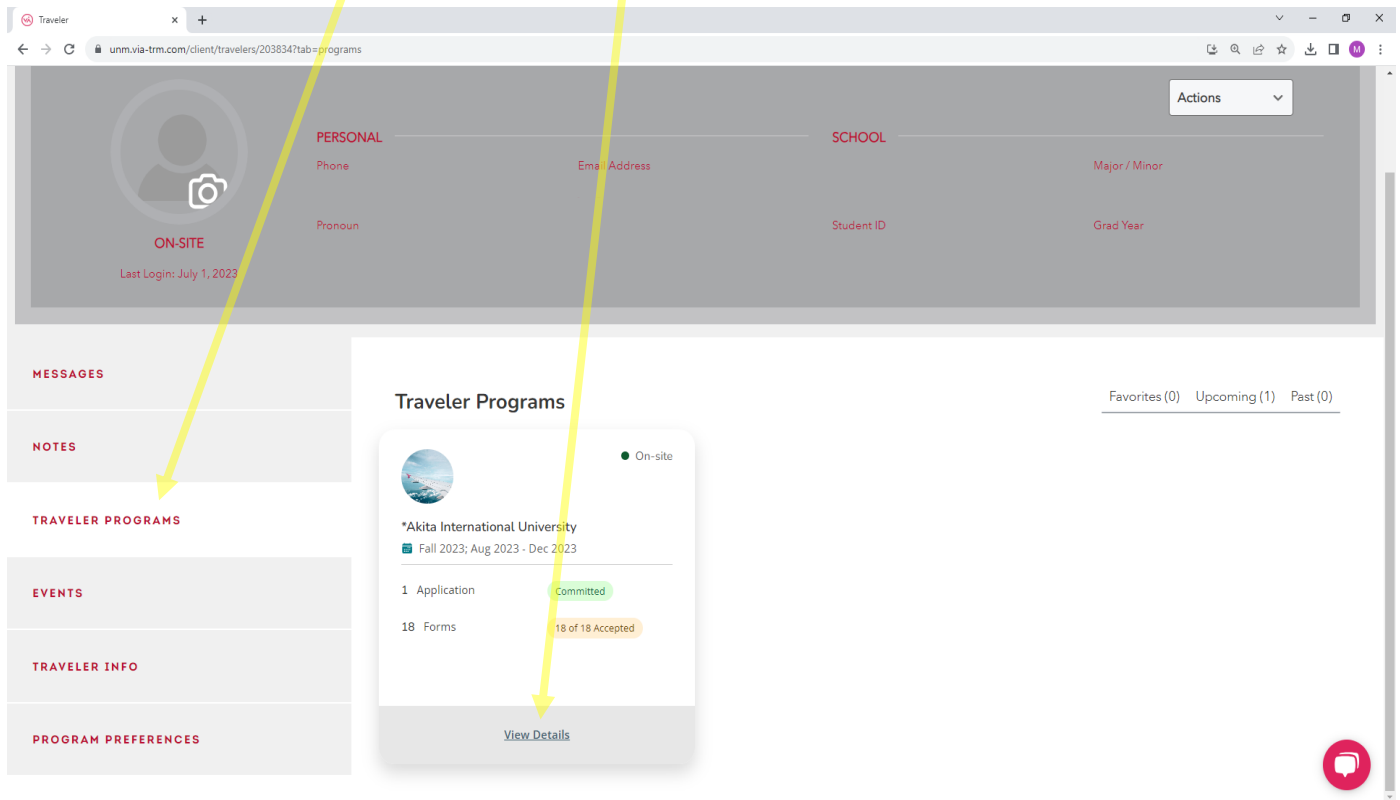
9.b. If using the GEO system for application and forms, all submitted documents can be viewed under the 'My Forms' tab, while the application itself is accessible through the 'My Applications' tab.
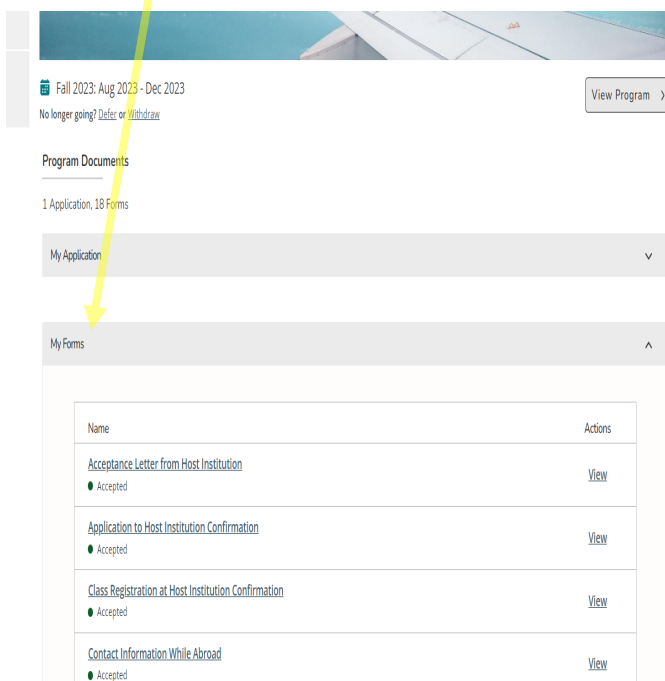
9.c. If no forms are found under the 'My Forms' tab, and the application is accepted, they will be located alongside the application form, accessible through the 'My Applications' tab.
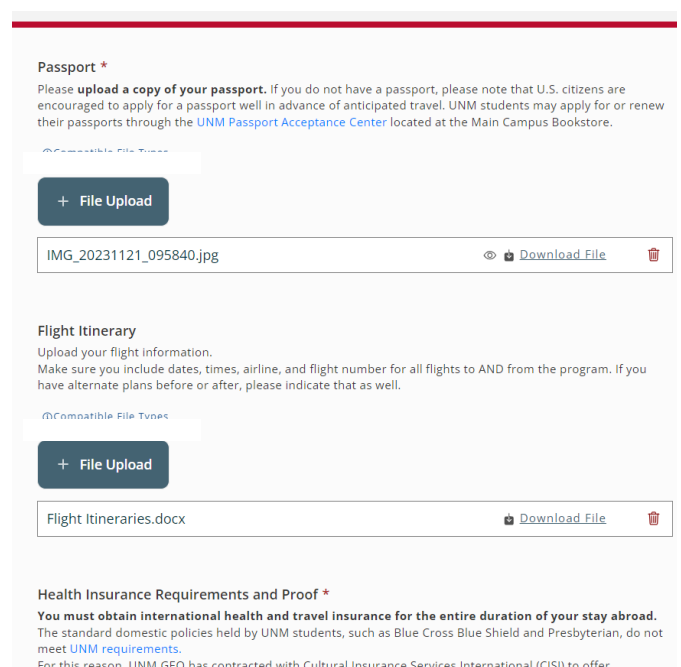
10. Another useful tab is "Traveler Information". This tab has all of the student's basic information. For example: emergency contact, addresses, phone numbers, majors, GPA, etc.

If you're utilizing the system for only Health & Safety Materials, you can find the application forms by doing a right-click on the participant application template, and this will open a tab that should resemble the following:

In the 'Traveler Application Status' section, you can accept students. Initially listed as 'Pending' upon application, you can navigate to 'My Applications,' choose 'View,' scroll down, select 'Accepted' under 'Traveler Application Status,' and click 'Save.' An automatic email will be sent to inform the students of their official acceptance.

Tab Descriptions:

Messages: If you wish to make an announcement, request documents, or contact a student for a specific reason, you can do so by clicking on the "Messages" option.

Traveler Programs: The 'Traveler Programs' tab is where you can access the application status of your students, as well as access the applications themselves if applicable.

PERSONAL

Phone

SCHOOL

Email Address

Home Campus

Major / Minor

sagutierrez@unm.edu

APPLYING, DEFERRED/WITHDRAWN/CLOSED

Pronoun

Student ID

Grad Year

Last Login: November 27, 2023

MESSAGES

Subject Line

NOTES

New Message...

Send

TRAVELER PROGRAMS

EVENTS

TRAVELER INFO

PROGRAM PREFERENCES

8 MESSAGES (7 NEW)   2 RECIPIENTS   MARK ALL AS READ

Traveler Info: if you want student information, such as Banner ID number, major and minor information, GPA, year in school, addresses or phone numbers, that information is here.

Events: if the traveler has registered for or attended any events, that information is located here